

**CITY OF BURLINGAME**

**PLANNING COMMISSION RESOLUTION 2026-  
APPROVING MAJOR DESIGN REVIEW TO CONSTRUCT A 522 SQUARE-FOOT FIRST AND  
SECOND STORY ADDITION TO AN EXISTING SINGLE-UNIT DWELLING LOCATED  
AT 233 ARUNDEL ROAD  
PROJECT NO. DSR25-0014**

**WHEREAS**, an application has been made by Elaine Lee, on behalf of Property Owners, Erin and Adam Echter, for Major Design Review to construct a 522 square-foot first and second story addition to an existing 2,799 square-foot single-unit dwelling on a 7,500 square-foot site in the R-1 (Low Density Residential) zoning district, APN: 029-051-140; and

**WHEREAS**, on January 26, 2026, the Planning Commission of the City of Burlingame held a duly noticed public hearing at which time it reviewed and considered the staff report and all other written materials and testimony presented at said hearing; and

**WHEREAS**, on January 26, 2026, the Planning Commission of the City of Burlingame reviewed and considered a Categorical Exemption under Section 15301(e)(1) for the Project; and

**NOW, THEREFORE**, the Planning Commission of the City of Burlingame does here by resolve, find, determine and order as follows:

**SECTION 1:** The project is Categorically Exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15301(e)(1) of the CEQA Guidelines, which states that additions to existing structures are exempt from environmental review, provided the addition will not result in an increase of more than 50% of the floor area of the structures before the addition.

**SECTION 2:** City of Burlingame Municipal Code (BMC) authorizes the Planning Commission to grant Major Design Review upon making certain findings. The Planning Commission finds the following:

**MAJOR DESIGN REVIEW FINDINGS (BMC SECTION 25.68.060.H.)**

1. *The project is consistent with the General Plan and is in compliance with all applicable provisions of Title 25, all applicable design guidelines, all other City ordinances and regulations, and the standards established in BMC Section 25.68.060 (C).*

The proposed first and second story addition to the existing single-unit dwelling is consistent with the General Plan designation of Low Density Residential and is in compliance with all applicable provisions of Title 25. The proposed addition complies with the Residential Design Guidelines in that the addition is assimilated into the existing first and second floor and that the mass and bulk of the added square footage is in scale with the existing structure and in relation to neighboring properties with the use of proportional plate heights, gable and hip roofs, and architectural details. The addition is complimentary to the architectural style of the split-level Spanish Colonial house in that it contains materials true to this style including aluminum clad wood windows, a wood entry door, clay tile roofing, roof eave corbels, cedar posts and header trim and black iron railings.

2. *The project will be constructed on a parcel that is adequate in shape, size, topography, and other circumstances to accommodate the proposed development.*

The project will be constructed on a 7,500 square-foot parcel that is adequate in shape, size,

topography, and other circumstances to accommodate the proposed development as shown on the proposed plans.

3. *The project is designed and arranged to provide adequate consideration to ensure the public health, safety, and general welfare, and to prevent adverse effects on neighboring property.*

The proposed first and second story addition is designed and arranged to provide adequate consideration to ensure the public health, safety, and general welfare, and to prevent adverse effects on neighboring property because the project complies with setback, lot coverage, floor area ratio, building height, declining height envelope, and parking requirements.

**SECTION 3:** The Planning Commission of the City of Burlingame after conducting the public hearing **HEREBY APPROVES** DSR25-0014 subject to the following conditions:

#### **CONDITIONS OF APPROVAL**

1. that the project shall be built as shown on the plans submitted to the Planning Division and date stamped January 16, 2026, sheets A0 through A8, Site Survey, C-1 through C-4, floor plan comparison sheet and elevations comparisons sheet;
2. that any changes to building materials, exterior finishes, windows, architectural features, roof height or pitch, and amount or type of hardscape materials shall be subject to Planning Division or Planning Commission review;
3. that any changes to the size or envelope of the basement, first or second floors, or garage, which would include adding or enlarging a dormer(s), shall require an amendment to this permit;
4. that any recycling containers, debris boxes or dumpsters for the construction project shall be placed upon the private property, if feasible, as determined by the Community Development Director;
5. that demolition for removal of the existing structures and any grading or earth moving on the site shall not occur until a building permit has been issued and such site work shall be required to comply with all the regulations of the Bay Area Air Quality Management District;
6. that prior to issuance of a building permit for construction of the project, the project construction plans shall be modified to include a cover sheet listing all conditions of approval adopted by the Planning Commission, or City Council on appeal; which shall remain a part of all sets of approved plans throughout the construction process. Compliance with all conditions of approval is required; the conditions of approval shall not be modified or changed without the approval of the Planning Commission, or City Council on appeal;
7. that all air ducts, plumbing vents, and flues shall be combined, where possible, to a single termination and installed on the portions of the roof not visible from the street; and that these venting details shall be included and approved in the construction plans before a Building permit is issued;
8. that the project shall comply with the Construction and Demolition Debris Recycling Ordinance which requires affected demolition, new construction and alteration projects to submit a Waste Reduction plan and meet recycling requirements; any partial or full demolition of a structure, interior or exterior, shall require a demolition permit;

9. that the project shall meet all the requirements of the California Building and Uniform Fire Codes, in effect at time of building permit submittal, as amended by the City of Burlingame;

**THE FOLLOWING CONDITIONS SHALL BE MET DURING THE BUILDING INSPECTION PROCESS PRIOR TO THE INSPECTIONS NOTED IN EACH CONDITION:**

10. that prior to scheduling the framing inspection the applicant shall provide a certification by the project architect or residential designer, or another architect or residential design professional, that demonstrates that the project falls at or below the maximum approved floor area ratio for the property;
11. that prior to scheduling the framing inspection the project architect or residential designer, or another architect or residential design professional, shall provide an architectural certification that the architectural details shown in the approved design which should be evident at framing, such as window locations and bays, are built as shown on the approved plans; architectural certification documenting framing compliance with approved design shall be submitted to the Building Division before the final framing inspection shall be scheduled;
12. that prior to scheduling the roof deck inspection, a licensed surveyor shall shoot the height of the roof ridge and provide certification of that height to the Building Division; and
13. that prior to final inspection, Planning Division staff will inspect and note compliance of the architectural details (trim materials, window type, etc.) to verify that the project has been built according to the approved Planning and Building plans.

**SECTION 4:** The Major Design Review approval shall be subject to revocation if the applicant fails to comply with the conditions listed herein at any time. If, at any time, the Community Development Director or Planning Commission determines that there has been or may be a violation of the findings or conditions of this approval, or of the Zoning Code, a public hearing may be held before the Planning Commission to review this approval pursuant to Burlingame Municipal Code Section 25.88.050. At said hearing, the Planning Commission may add conditions, or recommend enforcement actions, or revoke the approval entirely, as necessary to ensure compliance with the Zoning Regulations, and to provide for the health, safety, and general welfare of the community.

**PASSED AND ADOPTED** this 26<sup>th</sup> day of January 2026.

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Chairperson

I, \_\_\_\_\_, Secretary of the Planning Commission of the City of Burlingame, do hereby certify that the foregoing resolution was introduced and adopted at a regular meeting of the Planning Commission held on the 26<sup>th</sup> day of January 2026 by the following vote:

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Secretary

Exhibits:

Exhibit A - Project Plans dated January 16, 2026